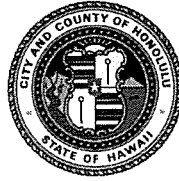


DEPARTMENT OF TRANSPORTATION SERVICES  
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 3RD FLOOR  
HONOLULU, HAWAII 96813  
Phone: (808) 768-8305 • Fax: (808) 768-4730 • Internet: [www.honolulu.gov](http://www.honolulu.gov)

KIRK CALDWELL  
MAYOR



MICHAEL D. FORMBY  
DIRECTOR

MARK N. GARRITY, AICP  
DEPUTY DIRECTOR

September 24, 2013

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2013 OCT 14 PM 1:03

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

SUBJECT: Resolution to Transfer Appropriate Matching City Funds Required by  
Federal and State Grants to the Department of Transportation Services  
for the Complete Streets Implementation Study

Transmitted for your review and approval is a Resolution authorizing the City and County of Honolulu to transfer \$100,000 in matching grant funds from Fiscal Year 2014 Executive Operating Budget Program, Provision for Grants, Partnerships and Security Fund to the Department of Transportation Services (DTS), Traffic Engineering Division (TED).

The DTS has applied for and received approval for a \$500,000 federally-funded project from the Federal Highway Administration (FHWA) through the Oahu Metropolitan Planning Organization's (OahuMPO) Fiscal Year (FY) 2014 Overall Work Program (OWP). The grant is for "Complete Streets Implementation Study" (OWP - WE 203.05-14) and will provide the City and County of Honolulu with a framework to implement the Complete Streets Ordinance 12-15.

The OWP is a document mandated by the FHWA and the Federal Transit Administration for metropolitan planning areas. It describes all metropolitan transportation planning activities and documents those planning activities to be performed with federal highway and transit funds. The OWP is prepared annually by OahuMPO in cooperation with its participating agencies.

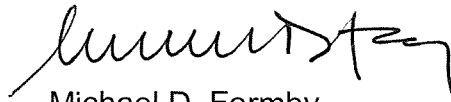
The federal share is eighty percent (80%) or \$400,000, and the City and County of Honolulu is required to match twenty percent (20%) or \$100,000. To complete the grant condition, the DTS respectfully requests a transfer of \$100,000 in matching grant

The Honorable Ernest Y. Martin, Chair  
and Members  
September 24, 2013  
Page 2

funds from the Fiscal Year 2014 Executive Operating Budget and Program, Provision  
for Grants and Partnerships to the TED.

Should you have any questions, please call me at Local 88303.

Very truly yours,




Michael D. Formby  
Director

Attachments

cc: Grace Chen, BFS  
Craig Chung, TED

APPROVED:



---

Ember Lee Shinn  
Managing Director



## Complete Streets Implementation Study

*(Programming of this work element is contingent upon the identification of local match to support the project prior to final approval of this work plan.)*

<b>WE Number</b>	203.05-14	<b>Time Period</b>	July 1, 2014 – June 30, 2016
<b>Agency</b>	DTS	<b>Phone Number</b>	808-768-8304
<b>Coordinator</b>	Mark Garrity	<b>Fax Number</b>	808-768-4730
<b>Position</b>	Deputy Director	<b>Email Address</b>	

### Objectives:

- To implement the goals and requirements of the Complete Streets ordinance as it applies to existing streets.

### Project Description:

The Complete Streets Implementation Study will provide the City & County with a framework for implementation of the Complete Streets ordinance. The steps of the Study will be as follows:

- Establish benchmarks for measuring progress based on the objectives described in Section 14-X.2(b) of the Complete Streets ordinance.
- Ascertain the existing conditions to establish a baseline from which the City & County will determine extent of needs and estimate cost of enhancements; baseline to be used to track improvements made over time.
- Determine roadblocks or barriers to implementation of Complete Streets, which may be physical and/or institutional.
- Examine opportunities to integrate multimodal improvements into projects that originate outside the scope of Complete Streets.
- Coordinate with various City & County departments and other agencies as appropriate.
- Prepare a plan to Implement Complete Streets concepts and principles on existing streets:
  - prepare order-of-magnitude cost estimates;
  - establish criteria for prioritizing projects (e.g., outcomes including safety, cost, feasibility);
  - prioritize projects; and
  - establish timing and schedule for completion.
- Select one urban corridor and conduct a vision study that will illustrate how Complete Streets principles can be applied over time to an existing street. Steps will include:
  - Meet with stakeholders and the general public to garner opinions and ideas for the selected corridor;
  - Produce illustrative plans and drawings that support the vision of the stakeholders and public, and demonstrate how Complete Streets principles can be applied in a specific, existing street; and
  - Prepare preliminary cost estimates and schedule for completion
- Produce draft and final reports

### Work Products/Outcomes:

The Study will provide a framework/roadmap for implementation of the Complete Streets ordinance into transportation projects in Honolulu. Work products will include a draft and final report that includes sections on benchmarks, existing conditions, constraints, opportunities for integration with existing and future projects, potential stand-alone projects, cost estimates, prioritized list, schedule, and a vision study for one urban corridor.

### Project Justification:



Ordinance 12-15, signed into law in 2012, established a Complete Streets policy for the City & County of Honolulu. As per the ordinance: "Under this policy, the city hereby expresses its commitment to encourage the development of transportation facilities or projects that are planned, designed, operated, and maintained to provide safe mobility for all users. Every transportation facility or project, whether new construction, reconstruction, or maintenance, provides the opportunity to implement Complete Streets policy and principles. The Complete Streets Implementation Study is needed to provide a framework for implementation of the new law.

**Previous or Ongoing Work Related to Proposed Planning Study or Project:**

- Report of the State DOT Complete Streets Task Force;
- State and City and County Reports on Condition of streets;
- OMPO CAC Checklist on Complete Streets Projects;
- Results of HCPO Complete Streets Charrette on Three Problem Areas; and
- Other reports by City & County, State, and HART.

**Staff Labor Commitment to the Work Element**

☐ Staff Labor To Be Used as Match

☒ Staff Labor to be Reimbursed

Task #	Position/Agency	STAFF LABOR			FUNDING SOURCES		Total
		Hrs	\$/Hr*	Additive 53.68%	Non- Federal	Federal FHWA	
1	Planner/DTS	300					
2	Engineer/DTS	200					
3	Engineers/DDC & DFM	200					
4	Support Staff/DTS	50					
<b>STAFF LABOR SUB-TOTAL EXPENDITURES</b>					<b>\$10,000</b>	<b>\$40,000</b>	<b>\$50,000</b>
<i>*Dollar figure products may not be precise due to rounding</i>							



**Work Element Tasks & Budget**

Task #	Staff Labor Commitment	Estimated Completion Date	FUNDING SOURCES		Total
			Non-Federal	Federal FHWA	
1	Write RFP; select consultant complete contracting process				
2	Form and support project working group				
3	Manage consultant				
4	Participate in project working group				
<b>STAFF LABOR SUB-TOTAL EXPENDITURES</b>			<b>\$10,000</b>	<b>\$40,000</b>	<b>\$50,000</b>
Task #	Consultant Services				
5	Review previous reports; determine existing conditions (baseline) of existing streets; research roadblocks or barriers to implementation		\$18,000	\$72,000	\$90,000
6	Examine opportunities to integrate multimodal improvements into existing or planned future projects		\$5,000	\$20,000	\$25,000
7	Develop preliminary list of new stand-alone projects for integrating complete streets elements into existing streets		\$5,000	\$20,000	\$25,000
8	Prepare preliminary cost estimates		\$16,000	\$64,000	\$80,000
9	Prioritize projects based on a variety of factors (safety, cost, feasibility, etc)		\$7,000	\$28,000	\$35,000
10	Establish timing and preliminary schedule for completion		\$5,000	\$20,000	\$25,000
11	Conduct vision exercise for one urban corridor		\$18,000	\$72,000	\$90,000
12	Write Draft and Final reports		\$10,000	\$40,000	\$50,000
<b>CONTRACT SERVICE SUB-TOTAL EXPENDITURES</b>			<b>\$84,000</b>	<b>\$336,000</b>	<b>\$420,000</b>
<b>Other Costs (e.g., software, travel, equipment, etc.)</b>					
Travel			\$5,000	\$20,000	\$25,000
25 copies of draft report			\$500	\$2,000	\$2,500
25 copies of final report			\$500	\$2,000	\$2,500
<b>OTHER COSTS SUB-TOTAL EXPENDITURES</b>			<b>\$6,000</b>	<b>\$24,000</b>	<b>\$30,000</b>
<b>TOTAL WORK ELEMENT COST</b>			<b>\$100,000</b>	<b>\$400,000</b>	<b>\$500,000</b>

Prepared by: Mike Garrity

Date: April 4, 2013

Approved by: Mike Formby

Date: April 10, 2013



U.S. Department  
of Transportation

**Federal Transit Administration**

**Federal Highway Administration**

September 6, 2013

FTA - Region 9  
201 Mission St Suite 1650  
San Francisco CA 94105-1839

FHWA - Hawaii Division  
300 Ala Moana Blvd Rm 3-306  
Honolulu, HI 96850-3306

In Reply Refer To:  
HDA-HI

Mr. Brian Gibson  
Executive Director  
Oahu Metropolitan Planning Organization  
707 Richards Street #202  
Honolulu, HI 96813

Subject: FY 2014 Overall Work Program  
FHWA Federal-aid Project No. PL-0052(35) & FTA 5303 (etc) Funds

Dear Mr. Gibson:

The FY 2014 Overall Work Program (OWP) for Oahu MPO is approved effective this date.

Note that planning and research funds, as defined in 23 CFR 420, shall be administered in accordance with the provisions of 49 CFR 18 and 23 CFR 420. The authorization for these work items is subject to funds availability. Obligation of these funds is subject to documented availability of state and local funds.

Work program activities approved herein must be and remain eligible under 23 USC 134, 135, 505 or 49 USC 5303-5305, 5313(b) and the provisions set forth under 23 CFR 420 and 23 CFR 450. Project funds must be obligated during the federal fiscal year in which they are approved.

Prior approval is required for the following changes to any work item:

- **Budgetary:** Increase in federal funds [49 CFR 18.30(c)(1)(i)]. Cumulative transfer among already approved work program line items of 10% of the total federal funds or \$100,000 [49 CFR 18.30(c)(1)(ii)].
- **Programmatic:** Change in the scope or objectives of activities (e.g., adding or deleting line items) [49 CFR 18.30(d)(1)]. Extending the period of performance past the approved work program period. [49 CFR 18.30(d)(2)]. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program) [49 CFR 18.30(d)(4)]. Capital expenditures including purchase of equipment [OMB Circular A-87)].

Each work item that includes travel events not specifically identified in the proposal, or those items requesting travel for out of state conferences and meetings, shall be submitted to the Federal Highway Administration (FHWA) for eligibility consideration and approval prior to travel being incurred or it will be ineligible for federal funds. Detailed justification statements are required to accompany travel budgets for each out of state proposal.

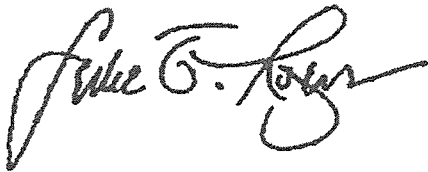
A copy of the products developed under each work item shall be submitted to the FHWA and Federal Transit Administration (FTA) in hard copy and digital formats. These products include, but are not limited to maps, plans, reports, manuals, and data bases.

All projects receiving these funds are required to include an appropriate credit reference and disclaimer statement in the work products as specified in 23 CFR 420.117(e). While the FHWA and FTA do not require a statement to be placed on routine products such as an agenda, brochures, announcements, etc., this credit reference shall be included in long-range plans, TIPS, planning and feasibility studies, as well as research products undertaken by the grantee and subgrantees.

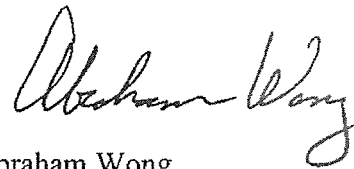
Concerns about the OWP process raised by Hawaii Department of Transportation (HDOT) through letters to the OahuMPO and to the FHWA and FTA will be addressed under separate cover.

Please do not hesitate to contact Ted Matley (FTA Region 9, (415) 744-2590) or Liz Fischer (FHWA Hawaii, (808) 541-2325) for assistance.

Sincerely yours,



Leslie T. Rogers  
Regional Administrator  
Federal Transit Administration



Abraham Wong  
Division Administrator  
Federal Highway Administration Hawaii

By email ([Brian.Gibson@oahumpo.org](mailto:Brian.Gibson@oahumpo.org))

cc: By email

OahuMPO: Randolph Sykes, Marian Yasuda, Marian Ching

HDOT: Glenn Okimoto, Jadine Urasaki, Alvin Takeshita, Ken Tatsuguchi

FTA-Region 9: Ted Matley, Ray Sukys, Leslie Rogers

FHWA-HEPP: Lorrie Lau

FHWA-HI: Abraham Wong, Mayela Sosa, John Turner, Liz Fischer



**CITY COUNCIL**  
CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII

ORDINANCE 13-19  
BILL 11 (2013), CD2, FD1

**A BILL FOR AN ORDINANCE**

FUNCTIONS, PROGRAMS & ACTIVITIES	NUMBER OF POSITIONS (F.T.E.)	SALARIES	CURRENT EXPENSES	EQUIPMENT	TOTAL ALL FUNDS	SOURCE OF FUNDS
Provision for Salary Adjustments and Accrued Vacation Pay	0.00	0	4,950,000	0	4,950,000	3,890,000 GN 500,000 HW 250,000 SW 10,000 LC 0 HN 50,000 GC 50,000 SV 200,000 WF
Provision for Other Post-Employment Benefits	0.00	0	41,682,016	0	41,682,016	29,914,316 GN 4,579,500 HW 93,800 HB 3,551,500 SW 225,100 LC 178,200 HN 420,700 GC 632,100 SV 1,807,500 WF 120,500 BT 21,200 BK 137,600 CD
Provision for Grants, Partnerships and Security	0.00	0	1,500,000	0	1,500,000	1,500,000 GN
Provision for Judgments, Settlements and Losses	0.00	0	13,500,000	0	13,500,000	13,500,000 GN
Provision for Risk Management	0.00	0	9,395,000	0	9,395,000	9,395,000 GN
Provision for Energy Costs	0.00	0	16,145,969	0	16,145,969	4,277,651 GN 8,939,678 SW 2,750,000 BT 178,640 SV
Provision for Vacant Positions	0.00	0	0	0	0	0 GN 0 HW 0 SW 0 GC 0 SV 0 BT 0 WF
Provision for Salary Adjustments, Accrued Vacation Pay and Vacant Positions	0.00	0	0	0	0	0 GN 0 HW 0 HB 0 SW 0 LC 0 HN 0 GC 0 SV 0 BT 0 WF
Provision for Vacant Positions and Salary Increases	0.00	0	65,122,521	0	65,122,521	48,901,325 GN 5,039,095 HW 245,417 HB 7,342,170 SW 100,352 LC 58,849 HN 351,222 GC 555,967 SV 354,871 BT 2,173,253 WF





## RESOLUTION

RELATING TO THE EXECUTIVE OPERATING BUDGET AND PROGRAM FOR FISCAL YEAR 2014, ORDINANCE NO. 13-19, SECTION 10, MISCELLANEOUS PROVISION FOR GRANTS AND PARTNERSHIPS, AND THE TRANSFER OF FUNDS TO THE DEPARTMENT OF TRANSPORTATION SERVICES FOR THE COMPLETE STREETS IMPLEMENTATION STUDY (WE 203.05-14).

WHEREAS, Section 2.17.2(c)(1), Revised Ordinances of Honolulu 1990, as amended, requires that the Council of the City and County of Honolulu approve by resolution any transfer of funds whose total cumulative amount is in excess of \$100,000 or 10% of the amount appropriated for that activity, whichever is less; and

WHEREAS, the City Council passed and the Mayor signed into law Ordinance 12-16 establishing Complete Streets policies and procedures for the City and County of Honolulu to guide and direct more comprehensive and balanced planning, design, and construction of City transportation systems.

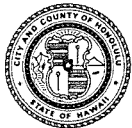
WHEREAS, the Department of Transportation Services (DTS) was awarded a grant to conduct a transportation planning study that will provide the City and County of Honolulu with a framework to implement the Complete Streets Ordinance 12-15; and

WHEREAS, this grant provides for a total project cost of \$500,000, of which \$400,000 is the federal cost share and \$100,000 is the required local cost share; and

WHEREAS, the City and County of Honolulu's local cost share amount, \$100,000, is not provided for in the DTS's current Operating Budget; and

WHEREAS, the Provision for Grants and Partnerships line item in Section 10 of Ordinance No. 09-11 for fiscal year 2014 provides funding to match state or general grants to agencies that do not have matching funds provided in the current Operating Budget; and

WHEREAS, a transfer of \$100,000 for the City and County of Honolulu's grant share amount from the Provision for Grants and Partnerships line item is required to meet the grant program needs of the DTS; now, therefore,



**CITY COUNCIL**  
CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII

No. \_\_\_\_\_

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## RESOLUTION

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BE IT RESOLVED by the Council of the City and County of Honolulu that \$100,000 in General Fund monies be transferred between the following activities:

<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Fund</u>
Provision for Grants and Partnerships (CE)	DTS Traffic Engineering (CE)	\$100,000	General

And

BE IT FURTHER RESOLVED by the Council of the City and County of Honolulu that the Mayor of the City and County of Honolulu, or his designee, is hereby authorized to carry out the provisions of this Resolution; and

BE IT FINALLY RESOLVED that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the Director, Department of Transportation Services, 650 South King Street, Honolulu, Hawaii 96813; and the Director, Department of Budget and Fiscal Services, 530 South King Street, Honolulu, Hawaii 96813.

INTRODUCED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF INTRODUCTION:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Honolulu, Hawaii

\_\_\_\_\_  
Councilmembers